



State of Illinois
Non-Participating Manufacturer
Certification of Appointment of Agent for Service of Process

NPM-2

Part 1: Liability Year and Type of Certification

Liability Year for this Certification: Complete a separate form for each liability year for which you are certifying. (check one)

☐

2003

☐

Other: _____

Type of Certification: (check one)

☐

Original

☐

Supplemental

Part 2: Manufacturer Identification

Company Name

Mailing Address

City

State

Zip Code

Country

Phone

Fax

FEIN

Part 3: Manufacturer Status (Check one)

☐ The NPM certifies that it is registered to do business in Illinois. (**Attach certification from Illinois Secretary of State.**)

☐ The NPM certifies that it is a non-resident or foreign NPM that has not registered to do business in Illinois, and hereby certifies that it has appointed an agent, located within the State of Illinois, to receive service of process on its behalf. (**Complete Part 4 and attach proof of appointment and availability of Agent.**)

Part 4: Agent Appointed for Service of Process

Name of Agent

Company

Physical Address

City

State

Zip Code

Mailing Address

City

State

Zip Code

Phone

Fax

E-Mail

Availability of Agent (hours of business)

Part 5: Manufacturer Certification

Under penalties of perjury, I state that, to the best of my knowledge, all of the information contained in this Certification and any attached documents are true and accurate. ***This document must be signed and dated by an authorized notary public.***

NPM Authorized Designee (Print Name)

Title

Signature of NPM Authorized Designee

Date

Subscribed and sworn to
before me this date: _____

Signature of Notary Public

County

Commission Expires

Rev. 02/05/04



Instructions for Non-Participating Manufacturer Certification of Appointment of Agent for Service of Process

NPM-2
Instructions

General Information

Who must file this Certification?

Any Non-Participating Manufacturer (NPM) whose cigarettes or roll-your-own tobacco (RYO) were sold in Illinois during the preceding calendar year or who intend for their brands to be listed as compliant in the Illinois Directory of Compliant NPMs.

Who must appoint an Agent for Service of Process?

- Non-resident (out-of-state) and foreign NPMs that are not registered to do business in Illinois are required to continually engage, without interruption, an agent in this State for acceptance of service of process.
- Where an NPM's products are sold in Illinois and the NPM fails to appoint an agent as required by Section 20 of the Tobacco Products Manufacturers' Escrow Enforcement Act of 2003, it shall be deemed to appoint the Illinois Secretary of State as the agent on whom process may be served on its behalf. However, such appointment will not satisfy the condition precedent for having its brand families listed in the Directory of Compliant NPMs.

When is this Certification due?

This certification must be filed with the Attorney General no later than April 30 of each year.

Updates

If the NPM terminates the authority of an agent, the NPM shall notify the Attorney General and the Director of the Illinois Department of Revenue of same at least 30 calendar days prior to said termination, and provide proof of the appointment of a new agent at least 5 calendar days prior to said termination.

If the agent terminates an agency appointment, the NPM shall notify the Attorney General and the Director of same within 5 calendar days of said termination, and shall include proof of the appointment of a new agent.

For Additional Forms and Information

Phone (217) 785-8541

Fax (217) 524-4701

www.ag.state.il.us (Click on Tobacco.)

Specific Instructions

Part 1: Liability Year and Type of Certification

- Check appropriate liability year. You must submit a separate certification for each year you are certifying.
- If "Other" is checked, enter liability year for which certification is being provided.
- Check whether this is an original or supplemental certification.

Part 2: Manufacturer Identification

Provide your company name, address, and phone, fax, and FEIN numbers.

Part 3: Manufacturer Status

- If you are registered to do business in Illinois, **ATTACH CERTIFICATION FROM THE ILLINOIS SECRETARY OF STATE** and complete Part 5.
- If you are not registered to do business in Illinois, checking this box will certify that you have appointed an agent for service of process who is located within Illinois.
- **ATTACH PROOF OF APPOINTMENT AND AVAILABILITY OF AGENT.**

Part 4: Agent Appointed for Service of Process

- Provide name and company of Agent appointed for service of process. Provide their physical (street) address as well as mailing address, phone and fax numbers, e-mail address and availability.
- Availability of Agent: normal business hours during which the agent would be available at the address provided, for the purpose of service of process.

Part 5: Manufacturer Certification

The authorized designee executing the certification must be an officer, principal, director or other authorized representative of the manufacturer. The authorized designee's name and title must be legibly printed and **the signature must be notarized.**

Mail original document, with attachments to:

Office of the Attorney General
Tobacco Enforcement Unit
500 South Second Street
Springfield IL 62706

Mail a copy of this document, with attachments to:

Illinois Department of Revenue
Miscellaneous Taxes Division
PO Box 19039
Springfield IL 62794-9039